



ADAPTATION FUND

AFB/B.15/3
September 7, 2011

Adaptation Fund Board
Fifteenth Meeting
Bonn, Germany, September 15-16

Agenda item 3.

REPORT ON ACTIVITIES OF THE SECRETARIAT

Background

1. This report lists the activities undertaken by the Adaptation Fund Board secretariat during the period of June - September, 2011, between the 14th and 15th meetings of the Board.

Finalization and posting of the report of the 14th Board meeting

2. Following the 14th meeting held in Bonn, Germany on June 21-22, 2011, the secretariat supported the Chair in finalizing the report of the meeting, summarizing its discussions and decisions. As agreed by the Board, the report was completed and circulated to Board members and alternates for comments and approval. The Board agreed to the report, and it has been posted on the website of the Adaptation Fund as document AFB/B.14/5.

Preparations for the 15th Board meeting

Meeting Arrangements

3. The secretariat issued letters of invitation to the Board members and alternates, and facilitated visa arrangements with the assistance of the Government of Germany.

4. Further, the secretariat continued discussing with the Government of South Africa on the hosting of the 16th Board meeting in Durban. An update of the situation will be provided during the meeting.

Meeting documents

5. The secretariat, working closely with the Board and Committees Chairs and Vice-Chairs, and the trustee, prepared the documents for the 15th Board meeting and for the 6th meetings of the Project and Programme Review Committee (PPRC), and of the Ethics and Finance Committee (EFC).

6. The documents for the PPRC meeting comprise document AFB/PPRC.6/3, *Report by the Secretariat on initial screening/technical review of the project and programme proposals*, which outlines the screening/technical review process undertaken by the secretariat. Further, 12 project documents with their corresponding technical reviews have been prepared:

AFB/PPRC.6/4	Proposal for Belize
AFB/PPRC.6/5	Proposal for Cook Islands
AFB/PPRC.6/6	Proposal for Egypt
AFB/PPRC.6/7	Proposal for Georgia
AFB/PPRC.6/8	Proposal for Madagascar
AFB/PPRC.6/9	Proposal for Mali
AFB/PPRC.6/10	Proposal for Mauritania (WFP)
AFB/PPRC.6/11	Proposal for Mauritania (WMO)
AFB/PPRC.6/12	Proposal for Mauritius
AFB/PPRC.6/13	Proposal for Papua New Guinea
AFB/PPRC.6/14	Proposal for Samoa
AFB/PPRC.6/15	Proposal for Tanzania

7. Among the documents related to the EFC meeting, document AFB/EFC.6/3 Knowledge Management strategy and work plan for the Adaptation Fund is a revised version of the document presented at the last EFC meeting presenting additional information and inputs received from civil society organizations, following decision B.14/22. Document AFB/EFC.6/4 Evaluation framework, is also a revised version of the documents presented at the last EFC meeting by the GEF Evaluation Office at the request of the secretariat, following decision B.14/23. Document EFC/EFC.6/6, Reports on project/programme implementation: CSE, presents the first semi-annual report submitted by the national implementing entity (NIE) of Senegal on the programme approved in September, 2010.

8. Other documents prepared for consideration by the EFC at its 6th meeting include AFB/EFC.6/5, Financial status of the Adaptation Fund Trust Fund (as at June 30, 2011), prepared by the trustee; and AFB/EFC.6/Inf.1, Board and secretariat, and Trustee budget reconciliation for the Fiscal Year July 1, 2010 - June 30, 2011.

9. Documents for the 15th Board meeting include: Document AFB/B.15/5, Consideration of country cap in the context of regional projects/programmes, which responds to decision B.14/25 paragraph (e) that requested the secretariat to revise the document presented at the last meeting. Document AFB/B.15/6, Review of the operational policies and guidelines and related templates, responds to decision B.14/26 where the Board requested the PPRC and the ad-hoc committee established to consider the proposals of amendments to the operational policies and guidelines to report back to the Board on their discussion. The above mentioned document presents the paragraphs discussed by both groups and the proposed amendments as agreed. Lastly, document AFB/B.15/7, Draft report of the Adaptation Fund Board to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol at its seventh session, contains the draft report as mandated by paragraph 5.(l) of decision 1/CMP.3.

10. Other documents for the 15th Board meeting include the usual secretariat and Accreditation Panel reports (AFB/B.15/3 and AFB/B.15/4) and information documents such as Board Members and Alternates; Background of the Adaptation Fund; the List of accredited observers; and the power-point Presentation on CER monetization by the trustee.

Intersessional decisions approved by the Board

11. The secretariat, in consultation with the Board Chair and Vice-Chair, prepared and circulated six draft decisions' texts that were approved by the Board during the intersessional period:

- Decision B.14-15/1: Approval of templates of the operational policies and guidelines, on July 14, 2011;
- Decision B.14-15/2: Facilitating private donations, on July 21, 2011;
- Decision B.14-15/3: Election of the Ethics and Finance Committee Chair and Vice-Chair, on August 26, 2011;
- Decision B.14-15/4: Replacement of the Board member representing Asia, on September 5, 2011;

- Decision B.14-15/5: Replacement of the Board alternate member representing Lest Developed Countries, on September 6, 2011; and
- Decision B.14-15/6: Accreditation of the South African National Biodiversity Institute, on September 7, 2011.

12. The above mentioned decisions are available on the website under “intersessional decisions”.

Membership of the Board

13. One Board member and two alternate members submitted their resignations:
- Mr. Wang Zhongjing (China, Asian Group) resigned on June 16, 2011 and was replaced by Ms. He Zheng on September 5, 2011;
 - Ms. Iryna Trofimova (Ukraine, Eastern European Group) resigned on August 5, 2011. As of the date of issuance of this document no replacement had been nominated; and
 - Mr. Mirza Shawkat Ali (Bangladesh, LDCs) resigned on August 8, 2011 and was replaced by Mr. Monowar Islam (Bangladesh, LDCs) on September 6, 2011.

Implementation of decisions adopted by the Board at its 14th meeting and during the ensuing intersessional period

Communication of Board decisions on accreditation and project proposals

14. The secretariat issued letters to applicant implementing entities’ coordinators informing them of the Board decisions on accreditation of implementing entities and project proposals submitted.

Preparation of standard legal agreement between the Board and Implementing Entities

15. The secretariat prepared the legal agreement on the approved project formulation grant (PFG) for Jamaica, following paragraph (a) of decision B.14/9. The agreement was signed by the implementing entity and the Board Chair and the duly signed transfer form was sent to the trustee for the transfer of the grant.

16. Further, the secretariat prepared the legal agreements corresponding to the approved projects for Maldives, Mongolia and Turkmenistan (UNDP).

Work programme on accreditation of NIEs

17. Following decision B.13/1, one of the secretariat’s Adaptation Officers participated in the GEF extended constituency workshop (ECW) that took place in Dakar, Senegal, on July 6-8, 2011. The Board may want to consider the upcoming ECW in Honiara, Solomon Islands on September 27-29, 2011 as an additional possibility to disseminate information among the Pacific constituency members.

Regional workshops on NIE accreditation mandated by CMP 6

18. The secretariat assisted the Accreditation Panel and UNFCCC secretariat to conclude the preparations for the workshop that took place in Mbour, Senegal on September 5-6, 2011. The two secretariat's Adaptation Officer's made presentations during the workshop and assisted the Accreditation Panel experts in the preparation of their presentations. Further information on this subject will be presented in the report of the Accreditation Panel.

Implementation of the communications strategy

19. Following decision B.13/29 the secretariat is producing a series of interviews with Fund's current and former Board members as well as with representatives of the civil society and the Fund's Secretariat staff. Through the words of the interviewees the Secretariat aims at showcasing the work of the Fund in the adaptation project/programmes it finances, but also reflecting on the Fund's innovative approach in governance, operations and financing modalities. The interviews that have been completed are now available on the Fund's You Tube channel and on its website.

Website

20. The Board in decision B.14/2 decided to request inputs from civil society on how to improve its newly revamped website. The secretariat sent a correspondence to members of civil society on June 30, 2010 requesting any comments/suggestions on the website by July 15, 2011.

21. The secretariat received one response from the NGO, Germanwatch and made the following changes to the website:

- A link to the chart with the list of endorsed project concept, as well as the capability to view the endorsed project concepts have been added;
- The presentation of information on the status of project proposals is currently under preparation;
- Links of the civil society organizations that support the work of the Fund have been added under relevant links on the home page.

22. The secretariat welcomes any additional feedback on this matter.

23. The secretariat also made available a printable PDF version of the toolkit on the website and is in the process of preparing versions in languages.

Performance reviews of the secretariat and trustee

24. Following instructions from the Board Chair and as per decision B.13-14/3, the secretariat hired Mr. Tarek Rouchdy, the consultant selected by the Board to prepare the performance reviews of the secretariat and trustee, following the World Bank administrative procedures. Mr. Rouchdy contract extends from July 19 – October 31, 2011.

Private donations

25. Following approval of the intersessional decision B.14-15/2, the secretariat worked closely with the Board Chair and the trustee in the preparation of the letter inviting the UN Foundation to enter into a partnership with the Board in order to raise funds through on-line donations on behalf of the Fund. The letter was sent on July 29, 2011. As of the date of issuance of this document no response had been received.

Support to the Accreditation Panel

26. The secretariat continued screening applications for accreditation from Parties and regional and multilateral organizations and development banks. As of the date of issuance of this document and after the last Board meeting, the secretariat received new requests for accreditation from 3 national entities and one multilateral organization. One new accreditation application from a national entity and one from a multilateral organization were forwarded to the Panel for review. The secretariat requested applicants whose applications were not complete and were thus not forwarded to the Panel, to complete the information and supporting documentation. Since the inception of the accreditation process, the secretariat has received and screened 35 applications: 22 from non-Annex I Parties, 2 from regional organizations and 11 from multilateral organizations and development banks. The Panel has so far reviewed 28 applications: 15 from non-Annex I Parties, 2 from regional organizations and development banks, and 11 from multilateral organizations and development banks. This information will be updated during the presentation of this report.

Table 1: Status of accreditation applications submitted to the secretariat since inception of the accreditation process (January, 2010).

	NIE	RIE	MIE
Accredited	5	1	8
Non-accredited	3	0	0
Under review by Accreditation Panel	7	1	3
Screened by secretariat pending completion of accreditation application	7	0	0
Pending screening by secretariat	0	0	0
Total Submitted: 35	22	2	11

Table 2: NIE accreditation applications submitted per region

Africa	11
Latin America and Caribbean	6
Asia and Pacific	5

27. The secretariat worked closely with the Panel Chair and Vice-Chair and assisted the Panel in its discussions. The 7th Panel meeting was organized during the reporting period. The secretariat also assisted the Panel in finalizing its report.

Screening/technical review of project/programme proposals

28. The secretariat screened and prepared technical reviews of the 12 project proposals received during the reporting period. In performing this task, the dedicated team of officials of the secretariat was supported by GEF secretariat technical staff.

Staffing

29. The recruitment process of the selected candidate for the Operations Officer (Accreditation) position at level F has been finalized. The selected candidate will join the secretariat on September 19, 2011.